

## **Institutional Ergonomics Committee**

**November 20, 2000**

### **Meeting Minutes**

**Committee Attendees:** Mary Carol Williams, CCN-18; Faye Miller, ESH-2; Mike Brandt, ESH-5; Jen Rezmer, MST-OPS; Mabel Grey-Vigil, X-8; Fran Talley, PA and Phill Grogan, ESH-13.

**Invited Guests:** Helena Whyte, ESH-5; Dina Sassone, ESH-5; and Judy Bell, ESH-5.

### **ESH-5 Ergonomic Activity Updates**

- Dina Sassone presented and discussed the draft ergonomics evaluation form and database developed by a small team of ergonomic evaluators. She also presented a format for preparing ergonomic evaluation reports. Dina has e- mailed an electronic copy of this form to ergonomic evaluators and customers for comment. Please submit any comments you may have about the evaluation form or proposed report format to **Jen Rezmer by December 1, 2000**. Jen will serve as the point-of-contact for collecting input about the form and report on behalf of the IEC. If you have detailed questions, please contact Dina.
- Helena Whyte reported that collecting injury and illness data for analysis by the IEC requires manually inspecting and charting of the information from injury and illness reports. This information is not available electronically. No progress has been made against the IEC data request due to conflicting priorities. However, the evaluation database proposed by Dina will help the IEC begin to identify ergonomic priorities based on evaluation results. Helena will update the IEC on progress against the data request at a future meeting.
- Helena Whyte reported that she and Rae Arguello will deliver ergonomic evaluator training to IM and BUS Division personnel. The evaluators will be trained in the DOW ergonomic scorecard and recordkeeping. The evaluators will also be given training in using the hazard assessment and evaluation techniques in the field.
- Helena Whyte also reported that she has asked Graciela Perez, the new ergonomist for the Lab, to give her recommendations about 'stretch' software.

### **Communications Subteam Report**

- Mabel Grey-Vigil discussed the request for funding from the Morale Fund.

- Mabel Grey-Vigil and Phill Grogin discussed the concept of an "Ergonomics Road Show" (or Ergonomics and Wellness Traveling Fair) that the Communications Subteam has been developing with Jessica Kisiel, Leader of the Lab's Health Promotion Program. The objective of this traveling fair will be to bring ergonomics and wellness to employees around the Lab.

**NOTE:** The Communications Subcommittee will meet on Monday, December 4, 2000, during the regularly scheduled time for the entire IEC. Please plan to attend this one topic meeting on December 4<sup>th</sup> from 10 a.m. to Noon in the CMS Conference Room.

### **Ergonomics and Glovebox Work**

- Mary Carol Williams, CCN-18, requested that the IEC consider assisting NMT-DO with the corrective actions associated with the Type A Accident Inspection Report. This topic will be discussed in more detail at a later meeting of the IEC.